

TO: CITY OF PACIFIC POLICE DEPARTMENT  
SUBJECT: ALLEGED OR OBSERVED PERSONNEL MISCONDUCT

(We strongly encourage citizens to complete this section for the purpose of follow-up.)

Complainant Name: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Description of Officer(s) Employee(s): [Ex; Name, Race, Sex, Badge #, Car #] \_\_\_\_\_

*I certify, or declare under penalty of perjury under the laws of the state of Washington, that the foregoing is true and accurate. (RCW 9A.72.085)*

\_\_\_\_\_  
Signature Date Signed in the City of

Witness Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

- Any person has a right to file a complaint against any police employee, without fear of retaliation from the police, even if that person has a pending criminal charge.
- This complaint form can be taken off premises to be completed and either mailed, faxed, or brought in person to the police station: Pacific Police Department 133 3<sup>rd</sup> Ave SE Pacific, WA 98047 253-929-1194 (fax)
- Any false or untrue statement made by you, the complainant, may be subject to civil liability and/or criminal liability under RCW 9A.72.085

## Mission

Our mission is to make the City of Pacific a safe place to live, work and play.

## Vision

The Pacific Police Department will be recognized as the standard of excellence in small-city policing.

- Internally, every employee will believe the Pacific Police Department is a great place to work.
- The community will believe the Pacific Police Department is a proactive, progressive and professional organization committed to making our city a safe place to live, work and play.

## Values

- Positive Attitude
- Excellence & Quality in All We Do
- Accountability
- Integrity & Ethical Behavior
- Clear Direction
- Teamwork
- Learning

## Commending Performance

If you wish to commend the actions of and PPD employee, you can speak to the employee's supervisor and verbally communicate your praise. You can also write to the Chief of Police expressing your commendation. A copy of your letter of commendation will be given to the employee and the original will be placed in the employee's personnel file.

## Complaints

In order for the PPD to effectively function in ridding the city of crime and disorder, it is essential that public confidence be maintained in the integrity of its members. To maintain this confidence, the Department must provide a means to investigate and adjudicate complaints made against its members by the community which it serves. The public must know that their grievances will be thoroughly and impartially investigated.

## Filing a Complaint

CALL: 253-929-1130

WRITE: Chief Schwartz 133 3<sup>rd</sup> Ave SE, Pacific, WA 98047

Office Hours: 8am to 5pm, Monday – Friday

## The Complaint Process

An investigation will be conducted in all citizen complaints involving employees of the PPD. Upon receiving your complaint, the Investigator will contact you to notify you that an investigation has been initiated. You will be given the name of the investigator and a reference number for further correspondence.

The investigator will obtain a record of your complaint. The investigator will ask you to provide as much detailed information as possible regarding the incident. If you were involved in or witnessed the incident, this information will be extremely important to the investigation.

You will be asked to sign an acknowledgement stating your understanding that any untrue statement made by you in the course of the complaint may subject you to civil liabilities and/or criminal liability under Revised Code of Washington Statute RCW 9A.72.085

The investigator will contact all available witnesses, including police officers, city employees and will examine

all relevant evidence, and gather all information pertinent to each allegation. If for any reason there is a lengthy delay in the investigation, you will be notified and given a tentative time frame to expect the results.

After all allegations have been fully investigated, the Chief of Police will determine what action, if any, should be taken to resolve the complaint.

## The Findings

- UNFOUNDED: The allegation is false or not factual
- EXONERATED: the incident occurred but the accused member's actions were lawful and proper.
- NOT SUSTAINED: There is insufficient evidence to either prove or disprove the allegations.
- OTHER SUSTAINED MISCONDUCT: Misconduct revealed by the investigation which was not part of the original complaint.

In all cases, you will be notified in writing of the findings of the investigation.

When the finding of "SUSTAINED" is determined, the Chief of Police will determine what sanctions are appropriate. These sanctions range from oral or written reprimand, suspension, fine, demotion, and/or dismissal from the Department.

If your complaint contains allegations of criminal wrongdoing, a criminal investigation, in addition to the administrative investigation, will be conducted. If the criminal investigation supports the allegations of criminal activity, the Office of the Prosecuting Attorney will be consulted regarding the filing of criminal charges and the arrest of the offending employee.